

Sign Permit Requests Planning and Zoning Department A Step-By-Step Guide





INTRODUCTORY MEETING WITH PLANNING STAFF - Staff will assist the applicant by explaining the review process, review the zoning requirements, and provide site information, review the application and site plan requirements.



SUBMISSION OF APPLICATION - Applicant will submit application to the Zoning Administrator for review. *Fee must be received before any requests are processed.*



APPLICATION/SITE PLAN IS <u>INCOMPLETE</u> – Staff will prepare a notice of findings/corrections that will be sent to the applicant or review in person.



APPLICANT SUBMITS REVISIONS – Staff reviews for completeness.



ZONING ADMINISTRATOR APPROVAL - Staff will review request to determine if application is complete. If application is complete and the request meets the requirements of the Zoning Ordinance a sign permit will be issued.



STAFF ISSUES PERMIT – A copy of the application is given to the applicant along with a copy of the permit for their file.



SITE VISIT TO CLOSE OUT PERMIT – Staff will go out to perform a site visit to determine if the construction has met the requirements of the ordinance. If there are no issues, letter of compliance is prepared and mailed to applicant, permit is closed.

If there are issues, staff will work with the applicant to see corrections are made and the requirements of the ordinance are met.

Sign permit standards are found in <u>Article 21</u> Sign permit definitions are found in <u>Section 220 S</u>

Signs in the Historic District require a <u>certificate of appropriateness for signage</u>; with approval from the Museum Director/Curator (including window signs that do not require a sign permit)

If there is signage on an awning it is considered a sign

Signs that project into the right-of-way (projecting signs, in C-2 & C-3), or awnings over the right-of-way require a building permit. Applicant is to contact the <u>Building Inspector</u>.



Planning & Zoning 395 Third Street Manistee, MI 49660 231.723.6041 (phone) 231.398.3526 (fax)

Sign Permit Application

Please Print

Property Information						
Address:		Parcel #				
		Applicant I	nformation			
Name of Owner or Lessee	:					
Address:						
Phone #:		Cell#:		e-mail:		
Name of Contractor (if app	olicable):					
Address:						
Phone #:		Cell#:		e-mail:		
License Number:		Expiration Date:				
Project Information – check all that apply						
☐ New ☐		☐ Repair ☐		☐ Repl	3 Replacement	
Type of Sign – check all that apply						
Ground Mount	□ *Ma		□ *Pole		☐ Portable	
	[Includes awning/canopy]		[Only allowed on US 31]			
☐ *Projecting	☐ *Sus	spended	Wall		* Requires Building Permit	
Illumination – check all that apply						
☐ Internal Requires Electrical Permit ☐ External ☐ Non-Illuminated						
	Building D	oimensions		_		
Front: Side:		6: 1.6	Side:		Rear:	
61 4		1	ormation		.1	
Sign Area: [In Square Feet]		Sign Height: [grade to top of sign] Only Applies to Ground Mount and Pole Signs		Grade Clearance: Only Applies to Ground Mount Marquee, Pole,		
[In Square Feet]		Only Applies to Ground Wount and Pole Signs		Projecting and Suspended Sign		
Authorization						
Authorization I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner						
to make this application as his authorized agent, and we agree to conform to all applicable laws of the State of Michigan.						
All information submitted on this application is accurate to the best of my knowledge.						
Applicant Signature: Date:						
By signing the application the Applicant and Owner agree to comply with the requirements of Article 21 Signs of the City of						
Manistee Zoning Ordinance.	☐ Sign Pl	an for project attach	ed (permit cannot be	e issued wi	thout plan)	
Office Use Only						
Fee:						
Zoning District:	Notes:		·			
Signature:			Date	e:		

Sign Plan Requirements				
A plan, at a scale determined by the Administrator to be reasonable, illustrating the following				
elements of t	he proposed or modified signage:			
☐ Included	1. Sign type, per the definitions in Section 220 ;			
☐ Included	2. Dimensional characteristics, such as height, width, vertical clearances, and area;			
☐ Included	3. Colors, materials, appearance, and lighting of the signage;			
☐ Included	4. Relationship with buildings or structures;			
☐ Included	5. Setbacks from buildings, landscaping, driveways, and rights-of-way; and,			
☐ Included	6. Locations of any existing signage in the subject development or on the subject parcel. The site plan shall also include proposed and existing signage not requiring a permit.			
Zoning Requirements				

Permit Lapse. A sign permit shall lapse if the business activity on the premises is discontinued for a period of six (6) months, unless the business is a seasonal activity, in which case, the sign permit shall lapse if the business activity is discontinued through one (1) normal business season. A sign whose permit has lapsed shall be removed by the owner within thirty (30) days of receipt of notice to remove from the City. If the event the owner fails to remove a sign in accord with such an order, the sign may be removed by the City, at the owner's expense, without notice or action from the City. The City shall reserve the right to place a lien on the property on which the sign exists to recover any

Permit Assignment. A sign permit shall be assignable to the successor of a business on the same parcel, except where the proposed sign is materially or substantially different in any way to the sign which was permitted. The Administrator shall make this determination.

The complete set of Zoning Requirements for Signs can be found in the City of Manistee Zoning Ordinance Article 21 Signs.

expense associated with sign removal.